



**Annual Clinical and  
Scientific Meeting**  
Seattle, Washington  
April 24–27, 2020

**DRIVING HEALTH CARE  
AND EXCELLENCE IN A  
HIGH-TECH WORLD**

## DEADLINE CHECKLIST

- March 13 Show Program/Descriptive Paragraph Due
- March 20 Island Booth Rendering Approval Forms Due
- March 20 On-Site Contact Information Form Due
- March 20 Exhibitor Appointed Contractor (EAC) Intent Form Due
- March 23 Shipments can begin arriving at the Advance Warehouse
- March 27 Lead Management Advanced Discount Deadline
- March 31 Electrical Service Advance Discount Deadline
- March 31 Internet-Telephone Advance Discount Deadline
- March 31 Booth Catering
- April 1 Freeman Advance Discount Deadline
- April 1 Rigging Services Advance Discount Deadline
- April 1 Cleaning Advance Discount Deadline
- April 1 Audio Visual & Computer Rental Advance Discount Deadline
- April 14 **ADVANCE WAREHOUSE SHIPMENT DEADLINE**  
(after this time/date, shipments received at the warehouse are subject to additional late charges)
- April 22 **ON-SITE/DIRECT SHIPMENTS MAY BEGIN ARRIVING TO THE WASHINGTON STATE CONVENTION CENTER AT 8:00 a.m.** Shipments sent directly to the Washington State Convention Center will not be accepted prior to this date.
- April 23 Exhibits **MUST** be set by 5:00 p.m. (unless you request a variance; please email [shirley.harris@spargoinc.com](mailto:shirley.harris@spargoinc.com))

**THIS CHECKLIST MAY NOT INCLUDE ALL DEADLINES - PLEASE REFER TO ALL OTHER DEADLINES FROM OFFICIAL SERVICE CONTRACTORS ON THEIR INDIVIDUAL ORDER FORMS OR BY CONTACTING THE APPROPRIATE CONTRACTOR DIRECTLY.**